

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Memorandum of Understanding to cooperatively fund the operation of two information booths at Orlando Sanford International Airport

DEPARTMENT: Economic Development

DIVISION: Tourism Development

AUTHORIZED BY: William McDermott

CONTACT: Shani Beach

EXT: 7135

MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute an agreement between the entities of Seminole County, Sanford Chamber of Commerce, Metro Orlando Economic Development Commission, Sanford Airport Authority, and Orlando Sanford International, Inc. to cooperatively fund two information booths at Orlando Sanford International Airport.

County-wide

William McDermott

BACKGROUND:

Since July 2000, a Memorandum of Understanding has been in effect for operation and staffing of two information booths at Orlando Sanford International Airport.

One booth is located in the Welcome Center. Its primary purpose is to provide arriving international passengers with information about Seminole County, Sanford, and other pertinent information about the area, as well as currency exchange services.

The other booth's location in the lobby of Terminal B makes it accessible to arriving and departing domestic and international passengers, and functions as a clearinghouse for general passenger/customer assistance.

The Sanford Airport Authority and Orlando Sanford International, Inc. oversee staffing and management of the booths, and the Sanford Chamber of Commerce handles invoicing and payroll.

The estimated annual budget for calendar year 2009 for both information booths is \$20,000. The booths are being cooperatively funded by each partner as follows: Seminole County - \$4,000; Sanford Airport Authority - \$4,000; Orlando Sanford International, Inc - \$4,000; Sanford Chamber of Commerce - \$4,000 and the Metro Orlando Economic Development Commission - \$4,000.

The funding for this Memorandum of Understanding is budgeted in Tourism Development's budget for FY 2008-2009.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and authorize the Chairman to execute an agreement between the entities of Seminole County, Sanford Chamber of Commerce, Metro Orlando Economic Development Commission, Sanford Airport Authority, and Orlando Sanford International, Inc. to cooperatively fund two information booths at Orlando Sanford International Airport.

ATTACHMENTS:

1. Memorandum of Understanding

Additionally Reviewed By:

- ☒ Budget Review (Angela Singleton, Lisa Spriggs)
- ☒ County Attorney Review (Ann Colby)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SANFORD CHAMBER OF COMMERCE
AND
SEMINOLE COUNTY
AND
METRO ORLANDO ECONOMIC DEVELOPMENT COMMISSION
AND
SANFORD AIRPORT AUTHORITY
AND
ORLANDO SANFORD INTERNATIONAL, INC.
SANFORD, FLORIDA**

WHEREAS, the Sanford Chamber of Commerce, hereinafter referred to as SCC; Seminole County, the Metro Orlando Economic Development Commission, hereinafter referred to as EDC; the Sanford Airport Authority, hereinafter referred to as SAA, and Orlando Sanford International, Inc., hereinafter referred to as OSI, are in mutual agreement to fund the operation of two visitors information booths located at Orlando Sanford International Airport. The five previously listed entities, hereafter will be referred to collectively as Info. Partners.

All parties mutually agree as follows:

ARTICLE 1 – TITLE AND DESCRIPTION OF PROJECT

Two visitor information booths are located at Orlando Sanford International Airport. One is located at the Welcome Center. This booth's primary purpose is to provide arriving international passengers with information on Sanford and Seminole County, Airport information, and other miscellaneous information. From this location, booth personnel will also provide currency exchange services to passengers with the assistance of ICE Currency Exchange.

The second booth is located in the lobby of Terminal B, and provides information to arriving and departing passengers on domestic flights. Activity and interaction with passengers is heavy at this booth which also acts as a clearinghouse for general passenger assistance.

The estimated annual budget for calendar year 2009 for the two information booths is \$20,000, to be paid by each partner, and supplemented by the use of volunteers, as follows:

Sanford Airport Authority (SAA)	\$4,000.00
Orlando Sanford International, Inc. (OSI)	\$4,000.00
Seminole County	\$4,000.00
Sanford Chamber of Commerce (SCC)	\$4,000.00
Metro Orlando Economic Development Commission (EDC)	\$4,000.00

The SCC will handle invoicing and payroll, while OSI will oversee the scheduling, management and administration of the booths.

SAA and OSI will work to secure volunteer labor to man the booths to supplement the approved budget. In the event that the amount of volunteer labor is inadequate, the partners will revisit the funding allocation and may increase the total annual funding amount per partner to \$5,000.00.

ARTICLE II – REIMBURSEMENT, PERFORMANCE AND ACCOUNTING ARRANGEMENTS

- A. Info. Partners will each pay the payment established in Article 1 per calendar year to SCC to cover costs associated with operating both information booths. Payment for the upcoming year's operation is due by July 1 2009.
- B. Upon conclusion of a year of operation, any surpluses will either be distributed equally to the Partners, or rolled over into the following year's budget.

ARTICLE III – AMENDMENT

Any changes in the project's scope or services to be furnished under this Memorandum of Understanding shall be formalized by an appropriate written amendment agreed to and signed by all Info Partners detailing the exact nature of the change.

ARTICLE IV – TERM AND EFFECTIVE DATE

This Memorandum of Understanding supersedes any previous agreements between the parties on the subject matter set forth in Article I hereof. The term is effective July 1, 2009 and will expire on December 31, 2009.

The SCC, Seminole County, EDC, SAA and OSI agree to the provisions of this Memorandum of Understanding as indicated by the signatures of their duly authorized officers.

SANFORD CHAMBER OF COMMERCE

By: *Patrick Gynn*
Title: *Executive Director*
Date: *5-18-09*

METRO ORLANDO ECONOMIC DEVELOPMENT COMMISSION

By: _____
Title: _____
Date: _____

SANFORD AIRPORT AUTHORITY

By: *Diane Crews*
Title: *Vice-President of Administration*
Date: *05-21-09*

ORLANDO SANFORD INTERNATIONAL, INC.

By: *Michael J. Cairns*
Title: *MARKETING/PUBLIC RELATIONS MANAGER*
Date: *5/19/09*

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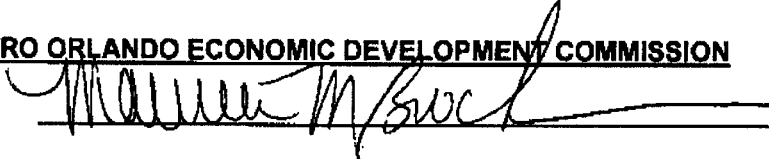
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SANFORD CHAMBER OF COMMERCE

By: _____
Title: _____
Date: _____

METRO ORLANDO ECONOMIC DEVELOPMENT COMMISSION

By:  _____
Title: Vice President / Marketing & Communications
Date: May 20, 2009

SANFORD AIRPORT AUTHORITY

By: _____
Title: _____
Date: _____

ORLANDO SANFORD INTERNATIONAL, INC.

By: _____
Title: _____
Date: _____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

MARYANNE MORSE
Clerk to the Board of
County Commissioners of
Seminole County, Florida

For the use and reliance
of Seminole County, only.

Approved as to form and
legal sufficiency.

County Attorney

By: _____ BOB DALLARI, Chairman

Date: _____

As authorized for execution by the
Board of County Commissioners at their
_____, 20____
regular meeting.